

## TEXAS DEPARTMENT OF CRIMINAL JUSTICE JOB DESCRIPTION

POSITION TITLE: INDUSTRIAL SPECIALIST VI –  
Mop and Broom Factory Leather Production

SALARY GROUP: A18

DEPARTMENT: Industry

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: C. F. Hazlewood, Jr. DATE: 12/17/2012

POSITION #: 024479

## I. JOB SUMMARY

Performs advanced work in the production of various products. Work involves overseeing the work of offenders to ensure efficient operations; and assigning and supervising the work of offenders. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

## II. ESSENTIAL FUNCTIONS

- A. Plans schedules of operations and requirements; evaluates operations and recommends changes; conducts inspections to ensure quality and quantity control is maintained; ensures the proper maintenance of machinery and equipment; and inspects and provides technical assistance to offenders in methods and equipment used in the Mop and Broom Factory and Leather Shop.
- B. Coordinates and directs technical training and in-service programs; and maintains evaluations and records of training activities and proficiencies.
- C. Assigns and supervises the work of offenders; and assigns work tasks in various phases of production.
- D. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning experience in repairing or manufacturing leather items  

or

five years full-time, wage-earning experience in any production or manufacturing operation.
3. Leather working experience preferred.
4. Experience in the supervision of offenders preferred.
5. Experience in correctional custody or law enforcement preferred.

**B. Knowledge and Skills**

1. Knowledge of quality control standards to maintain satisfactory levels of production.
2. Knowledge of production and workflow procedures.
3. Knowledge of methods and procedures for leather production.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to train and supervise offenders.
10. Skill to prepare and maintain accurate records, files, and reports.

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11. Skill to coordinate and supervise various manufacturing lines simultaneously.

12. Skill in the use of equipment and machinery in the assigned area.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, climb stairs, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, leather working tools and machinery, forklift, pallet jack, and automobile.